

~~SECRET~~

Approved For Release 2009/01/16 : CIA-RDP70-00211R000800300021-6

Chief, DD/P Systems Group

15 June 1962

CIA Records Administration Officer

Disposition of DD/P Files in Records Center

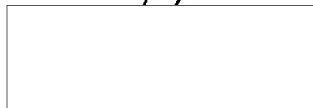
1. A critical storage space problem is confronting the Records Center. This problem is caused by the growing volume of records retired to the Center for indefinite retention. More than 18,000 cubic feet of records have now been transferred to the Center by DD/P, and 90% of these have no definite disposal instructions. I understand that a significant percentage of these records has been microfilmed. Usually paper records are destroyed after being microfilmed.

2. Two specific examples of records in the Center requiring definite disposal instructions are identified on the RID Records Control Schedule as follows:

a. Reference Branch - Archives Section - Item 11.,
"Inactive Records, CIA" - approximately 8,000 cu. ft.

b. Reference Branch - Files Section - Item 5.,
"CS Records System Files" - approximately 3,000 cu. ft.

3. Action is needed now to reduce the volume of such holdings and provide space for future Agency needs. I will appreciate you advising me when we can dispose of these records. If I can be of assistance in determining this disposition date, please let me know.



25X1

~~SECRET~~

Approved For Release 2009/01/16 : CIA-RDP70-00211R000800300021-6

SECRET

1. [redacted] 15 June 1962
Chief, DD/P Systems Group

25X1

25X1
CIA Records Administration Officer

Disposition of DD/P Files in Records Center

25X1

1. A critical storage space problem is confronting the Records Center. This problem is caused by the growing volume of records retired to the Center for indefinite retention. More than 18,000 cubic feet of records have now been transferred to the Center by DD/P and 90% of these have no definite disposal instructions. I understand that a significant percentage of these records has been microfilmed. Usually paper records are destroyed after being microfilmed.

25X1

2. Two specific examples of records in the Center requiring definite disposal instructions are identified on the RID Records Control Schedule as follows: [redacted]

25X1

a. Reference Branch - Archives Section - Item 11., "Inactive Records, CIA" - approximately 8,000 cu. ft.

b. Reference Branch - Files Section - Item 5., "CS Records System Files" - approximately 3,000 cu. ft.

3. Action is needed now to reduce the volume of such holdings and provide space for future Agency needs. I will appreciate you advising me when we can dispose of these records. If I can be of assistance in determining this disposition date, please let me know.

/s/

[redacted]

25X1

SECRET

13.32

25X1

Discussed with [] EA/DDS on 6/20/62 & left him copy of this memo. He approved of the objective in this memo and suggested that we wait about 2 weeks for a response. IGC

Have made follow-up with DDP [] periodically - He has promised action on each occasion. IGC

25X1

25X1

In Sep - 1962, [] visited Records Center and advised me he didn't know for sure when DDP would agree to destroy records outlined in this memo - even though most of them are on microfilm, paper tape, magnetic tape and one in the Walnut project. He thought possibly 2 years after Walnut System was fully operative. IGC

25X1

1/9/63 - Called [] Says no action but will call this to [] attention again. IGC

25X1

25X1

3/14/63 - Called [] Says no action yet. Says he will try to get an answer to us soon; possibly in a week he will have a partial answer for us. IGC

8/13/63 - Discussed the attached with [] He did not want to take any action and said that this is a matter which should be handled by his successor, [] who succeeded [] IGC

25X1

25X1

25X1

13.32